



Professional  
Support Services  
Employment Support Service





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The Employment Support Service (ESS) offers a complete solution for HR and payroll transactions and processes, providing a high quality and professional service to school, academies and other educational settings.

Our staff have a wide range of skills, knowledge and experience in payroll and HR related administration.

# What we offer

## HR and Payroll Support and Pensions

- Processing new starters, leavers, contractual changes and variations including issuing appropriate contractual information as required
- Processing sick pay and maternity pay entitlements
- Balancing and reconciling the payroll
- Issuing and applying P45s and maintaining these records
- Completion of monthly Real Time Information (RTI) returns to HMRC
- Making third party payments such as HMRC, Teachers Pensions, Local Government Pension Scheme, Additional Voluntary Contribution, Trade Unions and health schemes
- Providing agreed standard management reports
- Fulfilling statutory requirements in relation to pension schemes

The Payroll Processing team processes payrolls for all customers under contract and in accordance with agreed deadlines.

The HR systems team provide support to managers, schools and employees on the HR systems to give you access to a variety of self-serve systems and forms that can be used to speed up the process of updating employee records and details, whenever you need to.

## Recruitment, DBS Checks and Pay and Reward

The ESS team can help you with standard recruitment processes including:

- Uploading advertisements
- Providing applications
- Scheduling interviews
- Requesting clearances
- Producing contracts

The DBS team works with our Recruitment team to ensure that checks and clearances are processed for your employees. They provide guidance and support to managers and candidates on the DBS policy, the types of checks that are available and who is eligible for these along with our recheck policy. They are also able to advise on the process of submitting a DBS check from the candidate's and manager's perspective.

Our Pay and Reward Team provide a professional advisory service on all aspects of reward strategies and terms and conditions.

They can support you and your employees with applying for salary sacrifice schemes as part of the 'Everybody Benefits' scheme.

# Benefits

Our friendly and efficient ESS team are experts in payroll and have knowledge of national terms and conditions of employment and local government terms and conditions.

Customers who use this service can be assured that they are receiving a high quality service from trained and experienced staff with extensive knowledge and understanding of Local Government Terms and Conditions, Teacher's Pay and Conditions and statutory requirements.

The service also has a detailed understanding of the operating contexts of the education sector and we work closely with school

HR teams to ensure policies and procedures are implemented, applied and monitored as required.

Our online self-service system MyView, which is also used by leading blue chip companies, has been set up to enable employees to access payslips, P60's and P11D's. This also includes the facility to update personal details and bank account information, submit online timesheet claims and is available 24/7.

In addition, your employees can benefit from a number of different reward schemes including:

- Cycle to Work scheme
- Green car lease scheme
- Childcare vouchers

## The NYES difference

ESS uses a HR/Payroll system that caters for the statutory and functional requirements of the Education Sector. With close to two decades of experience with the system we have built up a wealth of knowledge and experience that is unparalleled.

Working with schools for over 40 years, the payroll team has a breadth of experience in payroll related issues and also in the specific areas relating to education and the terms and conditions that schools use. This is backed up with formal qualifications, with all of our administrators and

Team Leaders holding a minimum of NVQ level 2 or equivalent.

Our team consists 30 members of staff dedicated to working with schools and academies. Within the service there is also a dedicated Pension Team that covers LGPS and TP, an internal Audit team, a Payroll Systems team and a Recruitment/ DBS Team. All working together as one team brings lots of benefits and efficiencies and also provides flexibility with the ability to respond to peaks in demand across the teams.

## Our services

- Broadband
- Data and Intelligence
- Document Management Service
- Financial and Business Management
- Health and Wellbeing
- HR Advisory
- ICT
- Insurance and Risk Management Service
- Legal and Democratic Service
- Procurement
- Resourcing Solutions
- School Business Management
- Staff Absence

*"We have just completed our first 12 months buying NYCC Payroll Services. The whole experience has been a resounding success, the initial move was well planned and dealt with professionally from start to finish which gave all our staff confidence that the change would be seamless – and indeed it was!"*

**Stakesby Community Primary School**

*"Thank you so much – totally efficient and helpful! 10 out of 10!"*

**Appleton Roebuck**

*"I have just been on the telephone to your DBS Support Team and would like to take this opportunity to commend you for the excellent service I received. She had an extremely friendly telephone manner and was very patient. She is a credit to your department and to North Yorkshire County Council."*

**External DBS Partner organisation**

## Contact us

To find out more about any of the services we offer and how we can support you please contact the North Yorkshire Education Services team:

**T: 01609 533222 E: [nyes@northyorks.gov.uk](mailto:nyes@northyorks.gov.uk)**

**W: [www.nyeducationsservices.co.uk](http://www.nyeducationsservices.co.uk)**